



EXECUTIVE OPERATIONS COMMITTEE (EOC) MEETING AGENDA

THURSDAY, JULY 25, 2019 – 5:00PM TO 6:00PM

JUDICIARY SQUARE – CITYWIDE CONFERENCE CENTER

441 4TH STREET, NW; 11TH FLOOR; WASHINGTON, DC 20001

Note: all times are approximate

5:00 pm	<ol style="list-style-type: none"> 1. Call To Order and Moment of Silence 2. Welcome and Introductions/Roll Call
5:10 pm	<ol style="list-style-type: none"> 3. Review and Adoption of the Meeting Agenda for July 25, 2019 4. Review and Approval of the Meeting Minutes from June 27, 2019
5:15 pm	<ol style="list-style-type: none"> 5. Ryan White HIV/AIDS Program (RWHAP) Recipient - Updates/Concerns
5:20 pm	<ol style="list-style-type: none"> 6. Commission Administrative Business <ul style="list-style-type: none"> • Review and adoption of COHAH Agenda for July 25, 2019 • Update on Commissioners whos Term Ended on 5-31-19 and new Commissioners who need to be sworn in • Schedule of August Meetings for PSRA • PSRA "Prevention" Integration
5:35 pm	<ol style="list-style-type: none"> 7. Standing Committee Updates/Concerns <ul style="list-style-type: none"> • Research & Evaluation Committee (REC) {Next mtg.: Tue. Aug 13th @ 3pm} • Integrated Strategies Committee (ISC) {Next mtg.: Wed. July 31st @ 1pm} • Community Engagement & Education Committee (CEEC) {Next mtg.: Thu. Aug 15th @ 5pm} • Comprehensive Planning Committee (CPC)/DC PSRA {Next mtg.: Wed. Aug 21st @10am}
5:45 pm	<ol style="list-style-type: none"> 8. Old Business 9. New Business
5:50 pm	<ol style="list-style-type: none"> 10. Announcements and Adjournment
<p><u>NEXT EXECUTIVE OPERATIONS COMMITTEE (EOC) MEETING:</u></p>	
<p>THURSDAY AUGUST 22, 2019 TBD JUDICIARY SQUARE – CITYWIDE CONFERENCE CENTER 441 4TH ST. NW; 11TH FLOOR WASHINGTON, DC 20001</p>	



EXECUTIVE OPERATIONS COMMITTEE (EOC) MEETING MINUTES

THURSDAY, JULY 25, 2019 – 5:00PM TO 6:00PM

JUDICIARY SQUARE – CITYWIDE CONFERENCE CENTER

441 4TH STREET, NW; 11TH FLOOR; WASHINGTON, DC 20001

ATTENDEES/ROLL CALL					
COMMISSIONERS	PRESENT	ABSENT	COMMISSIONERS	PRESENT	ABSENT
Adkins, Sarcia	X				
Hickson, DeMarc		X			
Holley, Nathaniel		X			
Hutton, Kenya	X				
Massie, Jenné	X				
Morse, Ka’leef		X			
Padmore, Gerald	X				
Zoerkler, Jennifer	X				
RECIPIENT	PRESENT	ABSENT			
Barnes, Clover	X				
HAHSTA STAFF	PRESENT	ABSENT	COMMISSION STAFF	PRESENT	ABSENT
			Bailey, Patrice	X	
			Clark, Lamont	X	

HIGHLIGHTS	
AGENDA	
Item	Discussion
Call to Order Welcome and Introductions Roll/Call	Jennifer Z. called the meeting to order at 5:29 pm, followed by a moment of silence and introductions. Jennifer reintroduced the new Vice-Chair Sarcia Adkins.
Review and Adoption of the Agenda	Jenné M. motioned to approve the July 25, 2019 Agenda for the Executive Operations Committee (EOC). Gerald P. seconded the motion. The agenda was adopted.



	<p><u>Update Commissioners whose Term Ends on 5-31-19 and Recruitment</u> Patrice B. indicated that Lamont C. has been in communication with the Mayor’s Office who indicated that the new commissioners would be sworn in by mid-August. One name that was submitted will not be appointed. A reason was not given.</p> <p>Schedule of August Meetings for PSRA PSRA process planning meetings are from 10:00 am – 4:00 pm in the following locations and dates:</p> <ul style="list-style-type: none"> • VA – Monday, August 19th, at Westin Arlington Gateway, 801 N. Glebe Rd. Arlington, VA • MD –Tuesday, August 20th, at the Courtyard New Carrollton, 8330 Corporate Dr., Landover, MD • DC – Wednesday, August 21st, at the Union Station Conference Center, 10 G Street NE. Suite 600, Washington, DC <p>PSRA “Prevention” Integration Jenné indicated that there would be a Prevention presentation today in order to begin the discussion about how to incorporate prevention funds and activities in the PSRA process.</p>
<p>Standing Committee Updates/Concerns</p>	<p>Research & Evaluation Committee (REC) DeMarc H. was not present to give a report, however, Jenné indicated that DeMarc had sent some information out on Basecamp.</p> <p>Integrated Strategies Committee (ISC) Sarcia A. indicated that the meeting had been pushed back until next week; therefore, there was no report to present.</p> <p>Community Engagement & Education Committee (CEEC) Jenné indicated that the meeting was cancelled due to a death in her family. However, the committee is planning and preparing for the Community Listening Session in Maryland on September 12th and Virginia on September 19th. The committee is waiting on confirmation of the Maryland venue. All other communication will be conducted via Basecamp.</p> <p>Comprehensive Planning Committee (CPC)/ DC PSRA. Gerald indicated that the CPC report is the same as the Recipient’s report. However, most of the discussion focused on the PSRA dates.</p>
<p>Old Business</p>	<p>None</p>
<p>New Business</p>	<p>None</p>
<p>Announcements and Adjournment</p>	<p>None</p>
<p>HANDOUTS</p>	
<ul style="list-style-type: none"> • Executive Operations Committee Agenda for July 25, 2019. 	

Date: July 24, 2019

To: Comprehensive Planning Committee (CPC)

From: Ryan White HIV/AIDS Program (RWHAP) Recipient Staff

Re: Monthly Fiscal and Recipient Report (Part A and Part A MAI Funding)
Year 29 - Reporting Period: May 1 – 31, 2019

Part A and Part A MAI. The Ryan White HIV/AIDS Program (RWHAP) Part A Grant Year 29 includes two components: Part A and Part A Minority AIDS Initiative (MAI). These reports are designed to report distinctly on the associated program activities. **The GY 29 award has been received in the amount \$31,293,011.**

Notes on Overview. The fiscal spreadsheets list the service categories by Part and jurisdiction, and identifies the reported expenditure as a proportion of expected-to-date. The COHAH has requested an explanation of those service categories with a 30% variance from the target percentage.

FISCAL STATUS

For Part A and Part A MAI in May 2019, (16) of (25) invoices have been received.

SERVICE DELIVERY CHALLENGES

DC: The Other Professional Services service category is overspent, there was only \$11,000 allocated to that service category. A reprogramming request is forthcoming. One provider has not billed the entire grant year and is on corrective action.

MD: The stop work order issued to MD provider is still being enforced. The final determination regarding this organization is made in the Office of Grants Management.

VA: No providers applied for the VA MAI funding opportunity. The Recipient is working with VDH to identify organizations whose focus population is youth to provide Youth Reach MAI services. Recipient staff met with one potential organization and is meeting with another next week.

PART A FISCAL SUMMARY

Part A expenditures are 24% and should be 25%. (Overall Expenditure rates by funding source for the reporting period)

Service areas affected by unprocessed invoices:

Early Intervention Services
Health insurance Premium and Cost Sharing Assistance
Home & Community Based Care
Medical Nutrition Therapy
Medical Case Management
Emergency Financial Assistance
Medical Transportation Services
Outreach Services
Psychosocial Support Services

Services 30% below expected:

N/A

Services 30% above expected:

Other Professional Services

PART A MAI FISCAL SUMMARY

Part A MAI expenditures are 22% and should be 25%. (Overall Expenditure rates by funding source for the reporting period)

Service areas affected by unprocessed invoices:

Ambulatory Outpatient Medical Care
Early Intervention Services
Mental Health Services
Medical Case Management
Substance Abuse Services - Outpatient
Psychosocial Support Services

Services 30% below expected:

N/A

Services 30% above expected:

N/A

UBC FISCAL SUMMARY

Service areas affected by unprocessed invoices:

Substance Abuse Services

UBC expenditures are 35% and should be 25%. (Overall Expenditure rates by funding source for the reporting period)

Services 30% above expected:

N/A

Services 30% below expected:

N/A

RECIPIENT REPORT

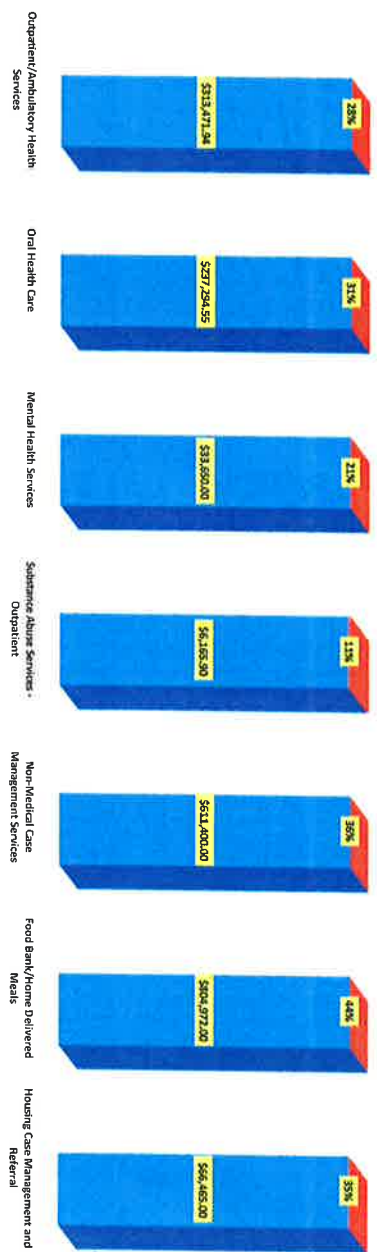
1. **HRSA Site Visit.** The DC EMA comprehensive site visit has been **RESCHEDULED to September 10-13, 2019**. HRSA made this change due to scheduling conflicts within their system. HRSA is requesting to meet with the Executive Committee of the COHAH during the site visit, either on September 11 or 12.

2. **Narcan.** Please contact Jonjelyn Gamble to receive the Narcan kits (jonjelyn.gamble@dc.gov). As a reminder, providers/staff must attend a Narcan training (at DC Health or in the community) to receive the kits. Proof of training is required to receive kits. A list of free scheduled trainings provided by DC Health can be found at <https://dchealth.dc.gov/page/cme-ceu-webinars-and-trainings>. Click the date of the training to register. The next scheduled training dates are:
 - a. July 23, 2019
 - b. September 17, 2019
 - c. November 19, 2019
 - d. January 28, 2020
 - e. March 24, 2020
 - f. May 19, 2020

- 3. Regional EIS.** The RFA for Regional EIS closed on June 7, 2019. 22 organizations had their applications reviewed. Award decisions are under review with the Office of Grants Management. Awards are scheduled to be made in late July for an August 1, 2019 program start date.

SERVICE CATEGORY	AWARDS			EXPENDITURES TO DATE			Comments
	Initial	Adjustments	Current	Reported \$	Reported %	Expected \$	
Outpatient/Ambulatory Health Services	\$ 1,127,000.00		\$ 1,127,000.00	\$ 313,471.94	28%	\$281,750.00	25%
Oral Health Care	\$ 772,000.00		\$ 772,000.00	\$ 237,294.55	31%	\$193,000.00	25%
Mental Health Services	\$ 163,875.00		\$ 163,875.00	\$ 33,650.00	21%	\$40,968.75	25%
Substance Abuse Services - Outpatient	\$ 54,625.00		\$ 54,625.00	\$ 6,165.90	11%	\$13,656.25	25%
Non-Medical Case Management Services	\$ 1,717,500.00		\$ 1,717,500.00	\$ 611,400.00	36%	\$429,375.00	25%
Food Bank/Home Delivered Meals	\$ 1,835,000.00		\$ 1,835,000.00	\$ 804,972.00	44%	\$458,750.00	25%
Housing Case Management and Referral	\$ 191,000.00		\$ 191,000.00	\$ 66,465.00	35%	\$47,750.00	25%
TOTAL	\$ 5,861,000.00	\$ -	\$ 5,861,000.00	\$ 2,073,419.39	35%	\$1,465,250.00	25%

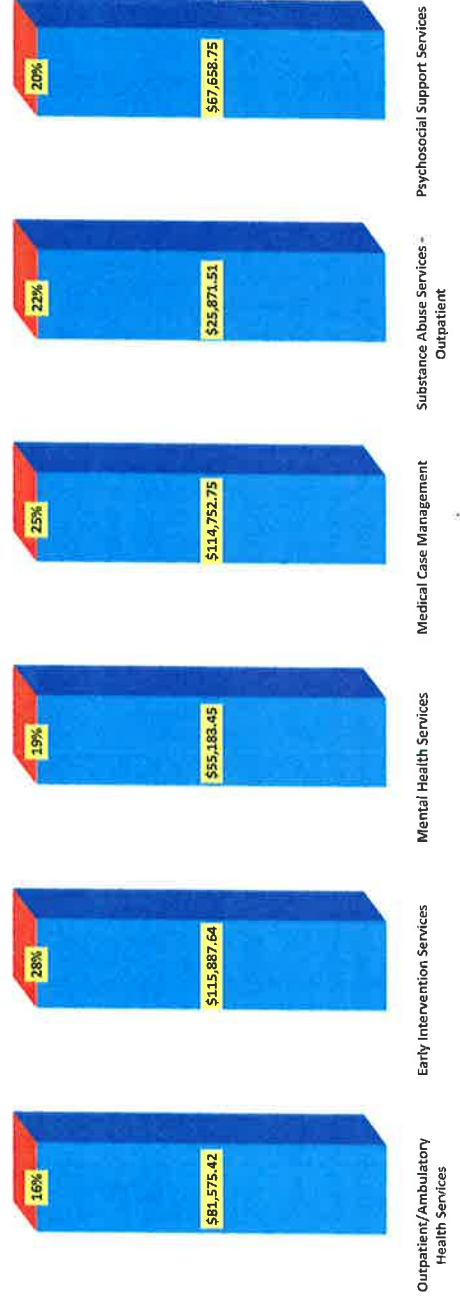
Underspent over 30%
Overspent over 30%



MAI Report through May 2019

SERVICE CATEGORY	AWARDS		Current Budget	EXPENDITURES TO DATE		Comments		
	DC	MD		Reported \$ Total	Reported %		Expected \$	Expected %
Outpatient/Ambulatory Health Services	\$365,577.83	\$159,243.00	\$524,820.83	\$81,575.42	16%	\$131,205.21	25%	Unprocessed Invoices
Early Intervention Services	\$232,875.00	\$177,145.00	\$410,020.00	\$115,887.64	28%	\$102,505.00	25%	Unprocessed Invoices
Mental Health Services	\$98,563.00	\$192,128.00	\$290,691.00	\$55,183.45	19%	\$72,672.75	25%	Unprocessed Invoices
Medical Case Management	\$237,093.00	\$214,828.00	\$451,921.00	\$114,752.75	25%	\$112,980.25	25%	Unprocessed Invoices
Substance Abuse Services - Outpatient	\$64,551.00	\$51,364.00	\$115,915.00	\$25,871.51	22%	\$28,978.75	25%	Unprocessed Invoices
Psychosocial Support Services	\$188,503.00	\$157,369.00	\$345,872.00	\$67,658.75	20%	\$66,468.00	25%	Unprocessed Invoices
TOTAL	\$821,985.00	\$792,854.00	\$2,139,239.83	\$460,929.52	22%	\$534,809.96	25%	

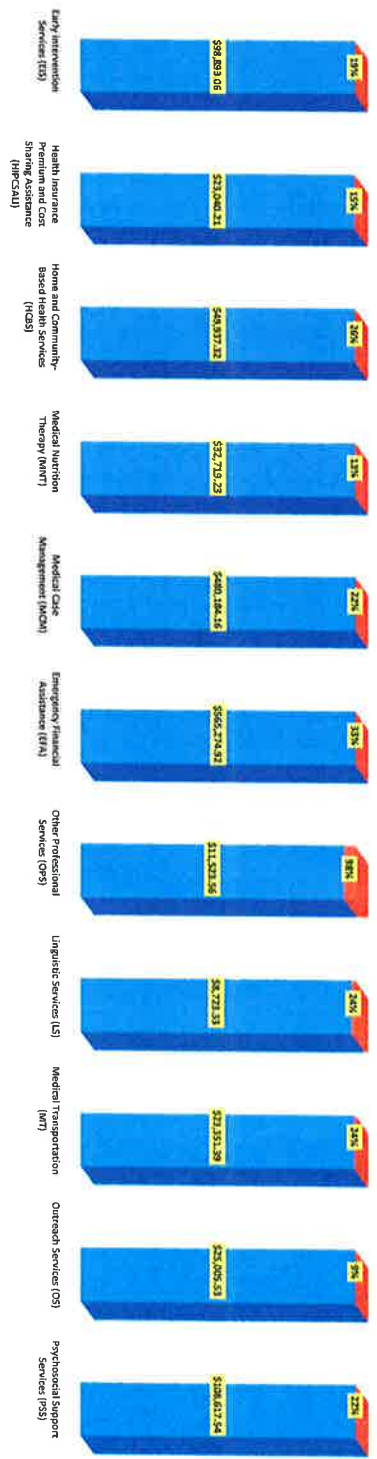
Underspent over 30%
Overspent over 30%



PART A Report through May 2019

SERVICE CATEGORY	AWARDS				EXPENDITURES TO DATE				Comments
	DC	Initial MD	WVA	Current Budget	Reported \$ Total	Reported %	Expected \$	Expected %	
Early Intervention Services (EIS)	\$301,633.86	\$224,546.00		\$328,379.86	\$98,893.06	19%	\$131,594.97	25%	unprocessed invoices
Health Insurance Premium and Cost Sharing Assistance (HIPC/SALI)		\$109,091.00	\$48,000.00	\$157,091.00	\$23,040.21	15%	\$39,272.75	25%	unprocessed invoices
Home and Community-Based Health Services (HCBS)	\$190,909.00			\$190,909.00	\$49,927.32	26%	\$47,727.25	25%	unprocessed invoices
Medical Nutrition Therapy (MNT)	\$118,182.00	\$113,896.00	\$10,400.00	\$242,478.00	\$32,719.23	13%	\$80,619.50	25%	unprocessed invoices
Medical Case Management (MCM)	\$1,287,190.00	\$732,727.00	\$150,000.00	\$2,169,917.00	\$480,184.16	22%	\$542,479.25	25%	unprocessed invoices
Emergency Financial Assistance (EFA)	\$1,382,105.00	\$254,455.00	\$81,700.00	\$1,718,260.00	\$555,274.92	33%	\$429,555.00	25%	unprocessed invoices
Other Professional Services (OPS)	\$11,818.00			\$11,818.00	\$11,523.55	98%	\$2,054.50	25%	invoices pending
Linguistic Services (LS)	\$36,964.00			\$36,964.00	\$9,723.33	24%	\$9,091.00	25%	unprocessed invoices
Medical Transportation (MT)	\$22,345.00	\$37,090.00	\$39,600.00	\$99,035.00	\$23,351.39	24%	\$24,789.75	25%	unprocessed invoices
Outreach Services (OS)		\$258,192.00	\$9,467.00	\$267,649.00	\$25,005.53	9%	\$66,612.25	25%	unprocessed invoices
Psychosocial Support Services (PSS)	\$157,798.31	\$337,272.00		\$495,070.31	\$108,617.64	22%	\$123,767.89	25%	unprocessed invoices
TOTAL	\$ 3,508,045.17	\$ 2,067,259.00	\$ 336,167.00	\$ 5,914,671.17	\$ 1,427,270.25	24%	\$1,678,742.79	25%	

Underperformed 20%
Overperformed over 20%



Report through May 2019

Jurisdiction	Current Award - Finalized	Expenditures	Remaining Balance	Percent Spent	Comments
District of Columbia - Part A	3,508,545	1,026,636	2,481,910	29.3%	
District of Columbia - MAI	821,585	327,692	493,893	39.9%	
District of Columbia - UBC	5,861,000	2,073,419	3,787,581	35.4%	
District of Columbia Subtotal	10,191,130	3,427,147	6,763,983	33.6%	
Suburban Maryland - Part A	2,067,259	311,467	1,755,792	15.1%	
Suburban Maryland -- MAI	792,834	133,237	659,597	16.8%	
Suburban Maryland Subtotal	2,860,093	444,705	2,415,388	15.5%	
West Virginia - Part A	339,167	89,167	250,000	26.3%	
West Virginia Subtotal	339,167	89,167	250,000	26.3%	
TOTAL -- Part A	5,914,971	1,427,270	4,487,701	24.1%	
TOTAL -- MAI	1,614,419	460,930	1,153,489	28.6%	
TOTAL -- UBC	5,861,000	2,073,419	3,787,581	35.4%	
TOTAL Subtotal	13,390,390	3,961,619	9,428,771	29.6%	



PLANNING COMMISSION (COHAH) GENERAL BODY MEETING AGENDA

THURSDAY, JULY 25, 2019 – 6:00PM TO 8:00PM

JUDICIARY SQUARE – CITYWIDE CONFERENCE CENTER

441 4TH STREET, NW; 11TH FLOOR; WASHINGTON, DC 20001

Note: all times are approximate

6:00 pm	<ol style="list-style-type: none"> 1. Call To Order and Moment of Silence 2. Welcome and Introductions/Roll Call
6:05 pm	<ol style="list-style-type: none"> 3. Review and Adoption of the Meeting Agenda for July 25, 2019 4. Review and Approval of the Meeting Minutes from June 27, 2019
6:10 pm	<ol style="list-style-type: none"> 5. Ryan White HIV/AIDS Program (RWHAP) Recipient Report/ Updates
6:20 pm	***PUBLIC COMMENT PERIOD*** (SEE NEW RULES) *** <i>-Anyone interested, please complete the form with a COHAH staff member.</i>
6:30 pm	<ol style="list-style-type: none"> 6. Standing Committee Updates/Concerns <ul style="list-style-type: none"> • Research & Evaluation Committee (REC) {Next mtg.: Tue. August 13th @ 3pm} • Integrated Strategies Committee (ISC) {Next mtg.: Wed. August 14th @1pm} • Community Engagement & Education Committee (CEEC) {Next mtg.: Thu. August 15th @ 5pm} • Comprehensive Planning Committee (CPC)/DC PSRA {Next mtg.: Wed. August 21st @10 am}
6:45 pm	<ol style="list-style-type: none"> 7. HIV Prevention Services and Process Overview <ul style="list-style-type: none"> • What Prevention Services are available throughout the EMA • What does the funding process look like in each jurisdiction
7:40 pm	<ol style="list-style-type: none"> 8. Commission Administrative Business – “Things to Do” <ul style="list-style-type: none"> •
7:50 pm	<ol style="list-style-type: none"> 9. New Business
7:55 pm	<ol style="list-style-type: none"> 10. Announcements <ul style="list-style-type: none"> • IMPORTANT DATES FOR AUGUST and SEPTEMBER 2019
8:00 pm	<ol style="list-style-type: none"> 11. Adjournment

**NEXT PLANNING COMMISSION (COHAH)
 MEETING:**

**THURSDAY SEPTEMBER 26, 2019
 6PM-8PM
 JUDICIARY SQUARE – CITYWIDE CONFERENCE CENTER
 441 4TH ST. NW; 11TH FLOOR
 WASHINGTON, DC 20001**

IMPORTANT DATES – AUGUST THRU SEPTEMBER 2019

DATE	MEETING	TIME
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August	13	Research and Evaluation Committee (REC) Meeting	3p to 5p
August	14	Integrated Strategies Committee (ISC) Meeting	1p to 3p
August	15	Community Engagement & Education Committee (CEEC) Meeting	5p to 7p
August	19	Virginia Priority Setting and Resource Allocation Presentation	10a to 4p
August	20	Maryland Priority Setting and Resource Allocation Presentation	10a to 4p
August	21	District of Columbia Priority Setting and Resource Allocation Presentation	10a to 4p
August	22	Executive Operations Committee (EOC) Meeting @ 441 4 th St. NW	5p to 6p
August	22	COHAH General Body Meeting @ 441 4 th Street, NW on the 11 th Floor	6p to 8p

September	17	Research and Evaluation Committee (REC) Meeting	3p to 5p
September	18	Integrated Strategies Committee (ISC) Meeting	1p to 3p
September	19	Community Engagement & Education Committee (CEEC) Meeting	5p to 7p
September	25	Comprehensive Planning Committee (CPC) Meeting	11a to 1p
September	26	Executive Operations Committee (EOC) Meeting @ 441 4 th St. NW	5p to 6p
September	26	COHAH General Body Meeting @ 441 4 th Street, NW on the 11 th Floor	6p to 8p